

University Animal Care Committee Standard Operating Procedure		
Document No: 1.07	Subject: Meeting Administration	
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Location: Queen's University

Purpose: The purpose of this Standard Operating Procedure (SOP) is to define UACC meeting administration processes.

1. Introduction and Definitions: The UACC reaches decisions by consensus in monthly review meetings.

Abbreviations: University Animal Care Committee **UACC**, Standard Operating Procedures **SOPs**, Canadian Council on Animal Care **CCAC** Quality Assurance Program **QAP**, University Veterinarian **UVet**, Environmental Health & Safety **EHS**, Principal Investigator **PI**

2. Procedures:

Except when a Subcommittee review is acceptable, the UACC must review proposed research at full UACC meetings at which a quorum is present. The UACC meets a minimum of 11 times a year (monthly except for August). Meetings are held in person with the option for virtual attendance (i.e.: hybrid model). Quorum is established when 50% of members, including at least 2 animal using faculty members excluding the Chair, at least one community member, and the University Veterinarian (or delegate) are present. Members participating by videoconference or teleconference count towards quorum. Members recusing themselves due to a conflict of interest are not counted toward quorum. In rare circumstances where quorum cannot be reached, all proposed meeting/review outcomes must be circulated to the entire UACC membership for retroactive acceptance/approval by the defined quorum.

Monthly UACC meeting agendas provide all meeting content and establish the protocol review sequence. All work undertaken by the UACC Subcommittee (since the last meeting of the UACC) is presented for approval in the standard format of the Subcommittee Reviews Report.

Information outlined in the UACC meeting agenda provides the foundation for the UACC meeting minutes. The UACC meeting minutes document the actions that occur during each meeting. The minutes should enable a reader who was not present at the UACC meeting to determine how and with what justification the UACC arrived at its decisions. They should also provide the UACC itself with sufficient detail to help it reconstruct its discussions at a later date, if necessary.

Following an administrative review of the submission and determination of the review type by the UACC Coordinator, all submissions requiring full UACC review are added to the next appropriate

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meeting agenda. Meeting agendas and minutes are created and maintained in the electronic protocol management system (Topaz Elements).

The UACC Coordinator attaches to the agenda any previous UACC meeting minutes and other items for information or discussion (e.g., Clinical Vet Reports; Subcommittee Reviews Report; SOPs, Policies; Assessment Reports; CCAC & Animal Care Program Updates; Incidents etc.) The QAP/Training Update is presented during the meeting only.

The UACC Coordinator creates the agenda, confirms meeting attendance and assigns reviewers. Reviewer assignments and the agenda are issued 1 week in advance of the scheduled meeting. Any changes to the agenda are outlined at the onset of the meeting.

Each review is assigned a primary and secondary reviewer. Major Amendments and Major Renewals are presented for approval on behalf of the Subcommittee by the Chair (or UVet). All outcomes are reached by consensus.

No UACC member will be assigned as a reviewer on a submission in which they are affiliated (listed as an associate) or in which there is a declared conflict of interest. If assigned reviewers declare a conflict, the submission will be reassigned to another reviewer.

Primary and secondary reviewers, the UVet and the Director of EHS will conduct in-depth reviews and submit reviewer comments prior to the UACC meeting. The primary reviewer should be prepared to lead the discussion at the UACC meeting. If a primary reviewer cannot attend the meeting their summary and comments will be presented on their behalf and the secondary reviewer or UVet will lead the discussion. UACC members who are not assigned as primary or secondary reviewers may still submit their individual comments for each submission prior to the meeting and contribute to the discussion once the review has been opened to the table. All members should be prepared to participate in discussions at meetings.

Observers may be invited or permitted to attend UACC meetings, subject to the agreement of the UACC and completion of a Confidentiality Agreement. Observers will not be voting members and should disclose any conflict of interest.

The UACC Coordinator will draft the meeting minutes including key discussions and outcomes. UACC concerns, clarifications and recommendations to the PI as discussed at the UACC meeting are included in the UACC review summary that is distributed through the electronic protocol management system (Topaz Elements).

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The minutes are presented for review and approval at the next UACC meeting. Agendas, meeting minutes and review documents are confidential and will not be released or made available unless required for inspection or auditing purposes.

Notes:

References:

SOP Revision History:

Date	New Version
Sept 2023	SOP Created & Approved